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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, May 14, 2013 at 1:00 p.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B
MINUTES APPROVED:	July 9, 2013

MEMBERS PRESENT

Terri White, Professional Member, President
Mike Salitsky, Professional Member
Sandra Dole, Healthcare/Public Member
Elizabeth Hague, Public Member
Hope Squier, Healthcare/Public Member
Tim Bane, Public Member
Frances Wimbush, Public Member, Secretary
Victorine Parker, Public Member
E. Ray Quillen, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
LaToya Stephens, Board Liaison

MEMBERS ABSENT

None

PUBLIC PRESENT

Sheryl Paquette
Jennifer Singh

CALL TO ORDER

Ms. White called the meeting to order at 1:04 p.m. Ms. White welcomed back Ms. Davis-Oliva.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the March 12, 2013 meeting. Ms. White made a motion, seconded by Ms. Squier, to approve the minutes as presented. The motion carried unanimously.

UNFINISHED BUSINESS

Review of Inactive License Status Language

After Board review and discussion, Mr. Quillen made a motion, seconded by Ms. Squier, for inactive licenses to be limited to a single period of 3 years with a requirement that the individual, upon reactivation of a license, provide

proof of 24 hours per year of continuing education. However, what ever those hours would be required would be no more than 1 year old from re-licensure at the time. The motion carried unanimously.

NEW BUSINESS

RATIFICATION OF LICENSURE

None

REVIEW OF APPLICATIONS FOR LICENSURE:

Bruce Kimball (NHA by Reciprocity)

After Board review, Mr. Quillen made a motion, seconded by Ms. Dole, to approve Mr. Kimball's request for licensure by reciprocity. The motion carried unanimously.

REVIEW OF AIT PROGRESS REPORTS

Thomas C. Shea, Jr. (3rd Qtr Report)

After Board review, Ms. Parker made a motion, seconded by Ms. Squier, to approve Mr. Shea's 3rd quarter AIT progress report. The motion carried by majority vote with Mr. Salitsky recused from the vote.

Heather Lynch James (1st Qtr Report)

After Board review, Ms. White made a motion, seconded by Ms. Parker, to approve Ms. James 1st quarter AIT progress report. The motion carried unanimously.

Carlene Paulette (1st Qtr Report)

After Board review, Ms. White made a motion, seconded by Ms. Squier, to approve Ms. Paulette's 1st quarter AIT progress report contingent that the report is resubmitted using our AIT progress report form. The motion carried unanimously.

REVIEW OF AIT STATUS SUMMARY REPORTS

Rawlida Trapp – Review of discontinuation of training program request

After Board review and discussion, Ms. White made a motion, seconded by Ms. Parker, to send Ms. Trapp a letter stating that it is her responsibility to obtain a preceptor and request an extension. The motion carried unanimously.

Review of AIT Summary Report

Ms. Stephens gave an update on who was active in the AIT program.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

Cardinal Health, Dover, DE

***Myths and Facts About Generic Drugs/Monoclonal Antibodies and other Specializ.* - Requesting 2.75 CEUs**

After Board review, Mr. Salitsky made a motion, seconded by Ms. Dole, to approve the request for 2.75 CEUs. The motion carried unanimously.

Delaware Health Care Facilities Association, Dover, DE

"DHCFA LTC Update Conference". - Requesting 5.50 CEUs

After Board review, Mr. Salitsky made a motion, seconded by Ms. Dole, to approve the request for 5.50 CEUs. The motion carried unanimously.

Division of Public Health

"Quality Improvement Facilitator Train-The-Trainer Course", - Requesting 24 CEUs

After Board review, Ms. Dole made a motion, seconded by Mr. Salitsky, to approve the request for 24 CEUs, contingent upon the understanding that any certificate of completion that are issued will clearly indicate the exact number of how many contact hours are completed. The motion carried unanimously.

The Mary Campbell Center, Wilmington, DE

“Communication in the Workplace”, - Requesting 1.0 CEUs

After Board review, Ms. Dole made a motion, seconded by Mr. Salitsky, to approve the request for 1.0 CEUs. The motion carried unanimously.

National Coalition of Activity Professionals

“Coalition of Activity professional Regional Conference (Northeast Region)” - Requesting 6.0 CEUs

After Board review, Ms. White made a motion, seconded by Mr. Quillen, to approve the request for 6.0 CEUs. The motion carried by majority vote with Ms. Squier recused from the vote.

REVIEW OF APPLICANTS FOR RE-EXAMINATION TEST - Laura Kasal

After Board review and discussion, Ms. Wimbush made a motion, seconded by Mr. Salitsky, to approve Ms. Kasal to sit for the re-examination test contingent that Ms. Kasal retrieves her exam scores from NAB and reviews her area of weaknesses prior to retaking the exam. The motion carried unanimously.

COMPLAINT UPDATES

29-01-12 (Salitsky) — forwarded to Attorney General’s Office

Ms. Davis-Oliva stated that she would reach out to Mary Peterson, Director of Division of Long Term Care Residents and remind her of the licensure requirement.

DISCIPLINE AND COMPLIANCE UPDATES

None

OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)

Ms. Davis-Oliva introduced Ms. Singh as the future Nursing Home Administrators Deputy Attorney General.

Delaware Health Care Facilities Association (DHCFA) – Prior CEUs Request

Ms. Stephens stated that Irene Waldron from Delaware Health Care Facilities Association (DHCFA) submitted requests for approval for continuing education back in December 2012, January 2013, and February 2013 but never received notice of approval or denial of her requests.

After Board review and discussion of Ms. Waldron requests, Ms. White made a motion, seconded by Mr. Salitsky, to approve the December 12, 2012 request for 3.0 continuing education hours. Ms. Squier made a motion, seconded by Mr. Salitsky, to approve the January 31, 2013 request for 5.5 continuing education hours. Ms. Parker made a motion, seconded by Ms. White, to approve the February 21, 2013 request for 5.0 hours continuing education hours. The motions carried unanimously.

PUBLIC COMMENT

None

NEXT SCHEDULED MEETING

The next meeting is scheduled to be held on July 9, 2013 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. White made a motion, seconded by Ms. Wimbush, to adjourn the meeting at 1:52 p.m. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "LaToya Stephens". The signature is written in a cursive, flowing style.

LaToya Stephens
Board Liaison

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.